



NORTHWEST FIRE DISTRICT

Our Mission is to Save Lives, Protect Property, and Care for Our Community

PHONE: (520) 887-1010 FAX: (520) 887-1034 NorthwestFire.org



Fire District Governing Board Regular Meeting Minutes September 28, 2021

1. Call to Order/Roll Call/Affirmation of Quorum

Present: George Carter, Chairman
Bruce A. Kaplan, Vice Chair
David Talas, Board Member
Cyndell Chanek, Board Member

Absent: Peg Green, Clerk

2. Salute to the Flag of the United States of America

Chairman Carter led the Pledge of Allegiance to the flag.

3. Presentation of Service Awards

Chief Bradley introduced two new hires and administered the loyalty oath:

Dave Davis, Facilities Services Manager
Ryan Corbell, Fire Equipment Service Worker I

4. Public Forum

No members of the public requested to speak.

5. Consent Agenda

The Consent Agenda contains items which might require action by the Board, but which are generally routine items not requiring Board discussion. Usually, a single motion will approve all items on the Consent Agenda, including any resolutions. However, a Board Member may remove any item from the Consent Agenda, and that item will be discussed and voted upon separately.

Approval of Consent Agenda

MOVE TO APPROVE THE ITEMS A-F ON THE SEPTEMBER 2021, CONSENT AGENDA

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

A. Approval of the Minutes of the August 24, 2021, Regular Governing Board Meeting

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

B. Approval to Pre-Purchase Silkscreen and Embroidered Uniform Items to Achieve 19.42% Cost Savings and Improved Lead Times on Uniform Item Orders

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

- C. Approval to Purchase Audio-Visual (AV) Equipment and Networking Technologies to be Deployed in the new Northwest Fire District Administration Building

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

- D. Approval of a Three-Year Microsoft Office 365 Enterprise Agreement Renewal Through Reseller CDWG

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

- E. Approval to Purchase One KME Air/Light/Rehab from H&E Equipment

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

- F. Approval to Purchase Furniture for the Northwest Fire Administration Complex

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

6. **Fire Chief's Report**

Chief Bradley presented the Fire Chief's report and made himself available for questions. There were no questions from the Board.

- A. Fire Chief's Board Report
- B. Essential Services Board Report
- C. Operational Services Board Report
- D. Human Resource Services Board Report
- E. Administration Services Board Report
- F. Technical Services Board Report

7. **Financial Reports**

- A. Finance Reports

Kim Sotomayor, Business Services Director, stated that reports included in the packet covered the period through August 31, 2021, two months into the fiscal year. General Fund expenses were \$4.9 million. She reported that expenses were typical for the first two months of the fiscal year. General Fund revenues were also typical for that point in the year. Prior year property tax collections were approximately \$261,000 to date. Ambulance fund revenue was approximately \$427,000, with \$159,000 of that total attributed to services since July 1, 2021. The District's capital projects were underway. She stated that pooled cash reports were in balance and all bank statements were reconciled. The fund balance was positive in all funds but remained subject to change as the audit was in progress. Sotomayor made herself available for questions. There were no questions.

MOVE TO APPROVE THE DISTRICT'S AUGUST 2021 DISBURSEMENTS REPORT AS PRESENTED

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 4 - 0 - Unanimously

8. Business

- A. Discussion and Possible Action Adopting Resolution No. 2021-039 Declaring the Week of October 3-9, 2021, as National Fire Prevention Week in Northwest Fire District

Melissa Egan, Community Relations Supervisor, asked the Board to declare October 3-October 9, National Fire Prevention Week in Northwest Fire District. Egan shared that each year, in October, the National Fire Prevention Association observes National Fire Prevention Week. This year's campaign is, 'Learn the Sounds of Fire Safety'. The goal includes educating the community on the sounds of smoke and carbon monoxide detectors, what the sounds mean, and what to do when they hear the sounds. The Community Relations Division was working on videos and social media content as well as visiting schools. They were also hosting Safety Stop events at various locations in the community to emphasize the message of 'Smoke Alarms Save Lives' and to remind the community to check smoke alarms on a regular basis. Egan respectfully requested the Board proclaim Fire Prevention Week, October 3-9 for Northwest Fire District. Chairman George Carter read the proclamation into the record.

MOVE TO ADOPT RESOLUTION NO. 2021-039 DECLARING THE WEEK OF OCTOBER 3-9, 2021 AS NATIONAL FIRE PREVENTION WEEK IN NORTHWEST FIRE DISTRICT

Motioned by Chairman George Carter, seconded by Board Member Cyndell Chanek

Vote: 4 - 0 - Unanimously

- B. Discussion Regarding the District's Annual Compliance Report for the Commission on Fire Accreditation International

Collin Wyckoff, Battalion Chief and Accreditation Manager, presented the Center for Public Safety Excellence (CPSE) Annual Compliance Report (ACR). Wyckoff and staff prepared the report for review by the Commission on Fire Accreditation International (CFAI). This year's ACR was the District's third submittal in the five year accreditation cycle. The accreditation process requires annual updates to the Governing Board. Wyckoff provided a presentation highlighting items in the report. Wyckoff made himself available for questions.

Vice Chairman Bruce Kaplan thanked Wyckoff for his efforts and was happy that they rated so high and are considered a good organization by this national level organization. Chairman George Carter echoed Kaplan's comments and noted that this was a difficult task, and he was glad the District stayed the course.

Chief Bradley commented on Wyckoff's amazing job on the report and coordinating all activities associated with it. He noted that every member of the organization had their fingerprints on it, and it was a reflection of the entire organization. Bradley said that staff did an amazing job ensuring that the accreditation process is ingrained and standardized, noting that each year is better. He stated that the assessor provided positive feedback on how the report was assembled and that the organization and staff were stellar. Chairman Carter remarked that it was a reflection of what everyone does in the District, and that he appreciated everyone's efforts.

9. Future Agenda Items

A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).

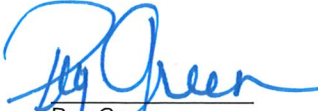
No future agenda items were suggested.

10. Adjournment

MOVE TO ADJOURN THE MEETING AT 6:18 P.M.

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 4 - 0 - Unanimously



Peg Green
Board Clerk

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration/Prevention and Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Training Facility is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Heather Robey, by calling 887- 1010, ext. 2929, before the meeting.

Posted 11-10-21